

## **Instructions for Expediting the Preliminary Application Process**

1. Your legal name is the name that appears on your Birth Certificate. All paperwork must reflect your legal name. (Do not leave off Sr. Jr. II III etc. or shorten your name). If you are a Naturalized Citizen we will need a copy of your naturalization paperwork.
2. Your Drivers License must reflect your legal name as it appears on your Birth Certificate. (initial for your middle name are acceptable) Your driver's license must reflect your current address. If this information is not correct on your driver's license you must get it changed with the Department of Public Safety. If you find that this information is incorrect, please start correcting this information as soon as possible. This will expedite you through the process. You will also need to give your recruiter a copy of the receipt showing that you have corrected the issue. (The receipt is only good until you get the corrected hard copy. As soon as you get the corrected hard copy contact your recruiter).
3. We will need a copy of your Social Security Card. It must also reflect your legal name as it appears on your Birth Certificate. (Initial for your middle name is acceptable). If your name is not correct on your Social Security Card you must get it changed at the Social Security Office. Please try to make the changes as soon as possible. You will also need to give your recruiter a copy of the receipt showing that you have corrected your name. (The receipt is only good until you get the corrected hard copy. As soon as you get the corrected hard copy contact your recruiter).
4. If you have credit issues such as charge offs, accounts in collection, bills passed due, you will need to contact your creditors and make arrangements to correct these issues. You will also need to get letters from these creditors showing that these accounts are up to date, paid off, or arrangements have been made for payment. Please get this process started as soon as possible. If this is not taken care of in a timely manner you will be rejected from the process until you meet the criteria.
5. If you have a college degree we will need a certified copy of it, and transcripts from each college you have attended.
6. We will need a copy of your High School Diploma or GED.
7. If you have ever been in the military we will need a copy of your DD214. It can take several months to get a copy from the military so you will need to send off for a copy as soon as possible.
8. If you have been divorced we will need a certified copy of your Divorce Decree.

**SEE THE BACK FOR MORE INFORMATION**

9. We will need the following information on your parents. (And Step Parents if it applies): names, addresses, telephone numbers, dates of birth, Social Security numbers, work addresses and telephone numbers. We need this information and expect you to make every effort to obtain it. If you exhausted every resource and cannot get the information you need to explain to your recruiter why you could not get the information. Start collecting this information as soon as possible.
10. We need the following information on all siblings (Brothers, sisters, half brothers and sisters, stepbrothers and sisters): names, addresses, dates of birth, Social Security numbers. We need this information and expect you to exhaust every effort to get this information. If you cannot get the information you will need an explanation why you cannot get it. Start collecting this information as soon as possible.
11. We will need information on your Employment History for the past ten years. We need the name of business, street addresses, city, state, zip code, telephone number, and the name of your supervisor for every job you have had in the past ten years. We need this information and expect you to be resourceful and exhaust every effort to get it. If you cannot get the information we will need a very good reason why not. You will need to give your recruiter an explanation. Start collecting this information as soon as possible.
12. We will need information on your Residence History for the past ten years. We will need dates of residence, street addresses, city, state, zip code, name of apartment complex or person you lived with, and telephone numbers. Again we expect you to be diligent in your efforts to get this information. Your recruiter will need an explanation if you cannot get this information. Collect this information as soon as possible.
13. We will need an up to date copy of your vehicle liability insurance card. If your insurance will expire before the recruiting process is complete you will need to advise your recruiter and provide them with a copy of the new card.
14. We need you to be thorough when filling out any recruiting paperwork. Read the information carefully to determine the proper response. Read the questions carefully and answer with the proper response. Do not answer a “yes” or “no” question with N/A. Take your time and fill out all paperwork carefully; this will expedite the process. Put a response in every area. If it does not apply put N/A. If you have to be called in for corrections or to clarify an issue it will slow down the process. If at any point you have questions, do not hesitate to ask your recruiter.

Example: 1. Have you ever had any repossessions? No  
a. How many? N/A  
b. When? N/A  
c. Why? N/A